



everychild.one voice.®

Leaders' Notebook

For

PTAs and PTSAs
2018 – 2019

Making every child's potential a reality.



P.O. Box 654, Frankfort, KY 40602-0654
(502) 226-6607 / (502) 226-6610 fax / www.kypta.org

July 2018

Dear PTA/PTSA Leaders,

Congratulations on your new role as a leader and advocate for children in Kentucky for 2018-2019. Your PTA/PTSA and elected leaders are keys for success for your students, school, community, district, and Kentucky PTA. This handbook is for you and other officers/leaders in your PTA/PTSA. It is so important for you to share these materials with everyone in your PTA/PTSA. It is filled with information that will help answer questions you may have, forms you will need, and great ideas to help your PTA/PTSA run smoothly. Please review this notebook and give each board member a copy to help with their new position. You can also let them know they can find it on the kypta.org website.

I would like to encourage your PTA/PTSA to schedule a board training and/or a program development training. This training will help you become a more effective and successful PTA. By having Kentucky PTA present a board training, your board members will know what their duties are and how Kentucky PTA will be able to help.

As you begin planning programs for your PTA/PTSA, remember the three focus areas that Kentucky PTA will be emphasizing this year.

Family & School Partnership

Health & Safety

Members Are Our Strength

I hope each PTA will plan at least one program around one of these focus areas. Kentucky PTA board members are available and eager to assist you with developing programs for your school. Set your goals around the three focus areas so that your PTA will be successful and your students will reach their potential. Remember that we do this so *“every child’s potential becomes a reality.”*

Thank you for your willingness to become part of the PTA team! I am looking forward to meeting and working with all of you.

Have a successful and fun PTA year.

Heather Wampler

Heather Wampler, Kentucky PTA President

Kentucky PTA Leaders' Notebook for PTAs/PTSAs 2018-2019

A Kentucky PTA Publication

Important Requirements for all PTAs and PTSAs

All PTAs and PTSAs must comply with the following requirements:

1. **Officers' List** submitted to KY PTA office by **June 1st**
2. **Financial review** submitted to KY PTA office and your school's principal by **July 15th**.
3. **Make at least one Kentucky/National membership dues payment no later than October 15th and monthly thereafter when dues are collected.**
4. **Pay district dues per your district's bylaws. (If you currently do not have district leadership, send your district dues to the KY PTA office.)**
5. **File 990 Tax Form with IRS by Nov 15th and send a copy to KY PTA.**
6. **Renew your bylaws every five (5) years.**

All Kentucky PTA and National PTA **awards** and **scholarships** are given only to PTAs and PTSAs in **good standing**. To be a PTA/PTSA in good standing and retain your IRS non-profit status, here are a list of things that you need to do in more detail.

Send in an Officers' List with the names, addresses, phone numbers and e-mail addresses of **your PTA's/PTSA's officers** to the Kentucky PTA by **June 1st** every year, even if they are the same as the previous year. This information can be submitted online as well.

Financial Review completed by the Financial Review Committee and submitted to the Kentucky PTA office by **July 15th**. **Reminder:** The review must be completed before the treasurer can take charge of PTA/PTSA funds. The Financial Review Form must be completed by persons who are not a check signer. See Part 4-Financial Matters for more information.

Kentucky/National membership dues payment submitted to the Kentucky PTA office by **October 15th**. Inform your treasurer, and other officers that the dues must be submitted by October 15th and to also pay district dues. Remind the membership chair that he/she must supply the treasurer with a numbered list of members to be included with the payment. See Part 4-Financial Matters for more information.

All PTAs/PTSAs in Kentucky must file Form 990, 990EZ, or 990 N by November 15th of each year. See Part IV – Financial Matters of this publication for more information.

Renew bylaws every five years. If your PTA/PTSA bylaws are due for renewal this year (or if the bylaws are past due) appoint a bylaws committee immediately and get the bylaws ready to submit. Remember that the bylaws or any amendments to the bylaws must be approved by the general membership with a 30-day notice given. You must include a copy of the minutes of the general meeting at which the bylaws/amendments were approved stating that a quorum was present. Check your bylaws on the number that constitutes a quorum.

If your PTA/PTSA does not stay in good standing, then it can affect your PTA and its members in many ways. This includes awards and scholarships for which the students, teachers and parents of your school may apply.

It also applies to all Kentucky PTA and National PTA programs including the PTA insurance program. If your PTA/PTSA has applied for insurance but is not a PTA/PTSA in good standing, your PTA will be dropped from the program.

If you have any questions or need help with any of the above, do not hesitate to call Kentucky PTA at 502-226-2207 or email kentuckypta@bellsouth.net.

The Kentucky PTA Office and Staff

Kentucky PTA employees are here to help you.

If you have any questions or need information concerning your PTA/PTSA, please call or e-mail. Kentucky PTA office personnel are there Monday through Friday, 8:00 a.m. to 4:00 p.m. ET. The office personnel are ready and willing to answer your questions or refer you to someone who will help you. Kentucky PTA is a resource and support for the Kentucky PTA Board of Directors, district presidents, local unit presidents and the membership. If office personnel are unable to answer your call, please leave a message and your call will be returned as quickly as possible.

The Kentucky PTA office may be contacted at:

Telephone: 502-226-6607; **F A X:** 502-226-6610

Email: kentuckypta@bellsouth.net

Heather Wampler, President, kypta.president@gmail.com

Address:

Kentucky PTA

654 P.O Box 654

Frankfort, KY 40602-0654

About This Book

While each PTA has its own unique characteristics, the purpose of PTA – promoting the education, health and well-being of all children and youth – unites all PTAs/PTSAs in Kentucky and in the nation. It is this unity that sets PTA apart from other parent groups. As a PTA, we can affect a greater number of children than we could if we were any other parent group.

As a tool, this notebook, along with the *National PTA Quick-Reference Guides* (in the Back to School Kit), will help your PTA/PTSA become very effective in its efforts on behalf of children and youth.

Share it! This Leaders' Notebook is designed to be shared with all members of your PTA/PTSA board, including the principal. Make copies of the notebook pages to distribute to various board members. **The Leaders' Notebook is available on our website www.kypta.org**

Many of the forms you will need are in Part I of this book. Please make several copies of each form. Distribute the forms to the appropriate members of your board of directors, give a complete set to the secretary for safekeeping and keep a set in the school office.

The Part 4 of the Leaders' Notebook should be copied and given to the treasurer and Part 5 should be copied and given to the membership chair along with copies of any appropriate forms from Part 1.

Market PTA/PTSA Successes

Establish Goals and Plans

Make PTA Inviting and Welcoming

Benefits Create Membership Value

Enlist the Support of Your Administration, Staff, Parents, and Students

Recruit Throughout the Year but Start Early

Successful Programs Benefit All Children

Top Three Reasons to *CHOOSE PTA*

1. **PARTNERSHIPS** – Parents, teachers, Education Leaders and the community working together to improve the lives of Kentucky's children.
2. **ADVOCATES** – A powerful voice in support of child and youth programs that address health, safety, education and social concerns.
3. **LEADERS** - Carrying out the PTA Mission and Purposes through training workshops, resource materials, and an available support system.

For the PTA or PTSA President

Advise your principal of your planning committee meetings and ask for input. Meet with PTA/PTSA board before school begins to plan this year's calendar.

- 1. Call or visit your predecessor:** Ask questions. Get as much information as possible. Ask for the president's procedure book; past issues of the Kentucky PTA Bulletin are on line at www.kypta.org/publications, and the National PTA publication, *Our Children* is also available online, <http://www.pta.org/parents/content.cfm?ItemNumber=1177&navItemNumber=574>; and any other materials last year's president thinks will be helpful.
- 2. Set a date to meet with your principal to discuss plans for the year as soon as your calendar is completed.** Select the other members of your board following the procedure in your bylaws. Use last year's board list and materials from the Kentucky and National PTA as guides. Be sure to include new parents.
- 3. Set preliminary goals and projects** that promote the PTA Vision & Mission Statement. Our goal is to help the students in your school and all the children in Kentucky.
- 4. Establish a budget committee** to prepare a budget that must be approved by the general membership. Remember to plan your fund-raising activities to meet your budget, not the other way around.
- 5. Schedule board trainings** by contacting your district president or the KY PTA state office.
- 6. Be sure you and all officers have a copy of your PTA's bylaws. Read them carefully. PTAs must operate under these rules.** If you cannot find your bylaws, contact the Kentucky PTA office at 502-226-6607 or kentuckypta@bellsouth.net. Distribute a copy of your bylaws to all board members.
- 7. Read the section on parliamentary procedure in the National PTA President's Quick-Reference Guide. Prepare an Agenda for each meeting.**
- 8. Attend district and Kentucky PTA meetings and events.** These include leadership conferences, Kentucky PTA Convention in July, Children's Advocacy Day at the Capitol, Kentucky PTA Advocacy Training in November, and take advantage of online trainings available at the National PTA website www.pta.org/elearning. Money spent sending the president and other board members to district, state and national functions for training, provides more value for your PTA, school and community, than anything your PTA might purchase.
- 9. Schedule a meeting** to transfer PTA materials to your new president and send in an officers' list to the Kentucky PTA office no later than June 1st. Update officer information if any changes throughout the year.

Letter of Good Standing

A letter of good standing is issued each year provided the following requirements are met:

- Kentucky and National PTA dues, as well as District Dues are paid as required;
- Approved bylaws are on file at the Kentucky PTA Office;
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th;
- File 990 forms with IRS before Nov. 15 and send copies to Kentucky PTA;
- A letter of good standing will be in your PTA packet and reflects the previous year's activity. Make several copies of the letter and keep the original with your PTA's/PTSA's permanent records.

PTA ID Numbers assigned by National PTA

Each PTA, when it is chartered, is issued a local unit number from National PTA, and for as long as the unit is affiliated with National PTA, the number never changes. The number (example: 00123456) can sometimes be found on the label of any material received from National PTA or you may contact the Kentucky PTA office for this information.

EIN (Employer Identification Number)

EINs are issued by the IRS and every 501(c) (3) association/organization is required to have one. Your EIN identifies your PTA as a non-profit organization with the IRS. If you are unsure of your EIN, please contact the Kentucky PTA office for this information. The EIN is printed on your letter of good standing.

KENTUCKY PTA 2018-2019 DEADLINE DATES

Kentucky PTA, P.O Box 654 Frankfort, KY 40602-0654

Office: 502-226-6607 Fax: 502-226-6610

July 15th, 2018

Financial Review Form – A review of the treasurer’s records MUST HAVE BEEN COMPLETED and the Financial Review Form sent to Kentucky PTA and the school’s principal.

August 15th, 2018

“Back to School” membership dues payment

Send dues for at least 100 members to Kentucky PTA to participate in cash drawing. The Kentucky PTA/ National PTA portion of dues is \$3.50 per member. Check your district dues amount.

September 15th, 2018

“Early Bird” membership dues payment

Send dues for the same number of memberships as the previous year total to Kentucky PTA to participate in cash drawing.

October 15th, 2018

REQUIRED MEMBERSHIP DUES PAYMENT

November 1st, 2018

Warren H. Proudfoot School Board Member Award –
Send completed applications to Kentucky PTA.

November 3rd, 2018

Advocacy Training, Kentucky PTA Office,
Frankfort

November 15th, 2018

990 Filing or Forms due to IRS
– **AND** Forward receipt of 990N
filing to kentuckyppta@bellsouth.net or
the first 2 pages of the 990EZ or 990.

December 15th, 2018

Reflections Entry Deadline for both District PTA Reflections Entries and PTAs/PTSAs in districts with no district leadership must be postmarked on or before December 15th of each year.
Send or deliver these to Kentucky PTA.

February 15th, 2019

\$500 Student Scholarship
\$1000 Harold B. Steele Student Scholarship
\$500 Teacher-Member Scholarship
\$500 Parent-Member Scholarship
Christa McAuliffe Rising Star Award
Send completed applications to Kentucky PTA

February 15th, 2019

SELF ESTEEM Award applications need to be sent to your District President

PTAs/PTSAs with NO district leadership should send application(s) to Kentucky PTA.

Deadlines for District Presidents

Self Esteem - winning entries should be sent to Kentucky PTA by March 1, 2019

March 15th, 2019

Applications for Awards for

Outstanding Membership Campaign
Outstanding Classified Personnel
Outstanding Educator
Outstanding Local Unit Newsletter
Outstanding Male Involvement/Participation
Outstanding Programs/Projects
Outstanding School Nurse
Outstanding Volunteer
Outstanding Local Unit Website
Outstanding Volunteer Participation

March 15th, 2019

DEADLINE for dues for each member enrolled (Not previously submitted).
Send dues payment to Kentucky PTA

May 15th, 2019

Grant Application for Kentucky PTA Convention

Send completed applications to Kentucky PTA

June 1st of each year

OFFICER INFORMATION SUBMITTED TO KENTUCKY PTA OFFICE. May also be submitted online.

**PTA/PTSA OFFICER AND CHAIRMEN INFORMATION
DUE TO KENTUCKY PTA BY JUNE 1ST OF EACH YEAR**

Mail, E-mail, or fax to Kentucky PTA

May also fill out online: www.kypta.org/forptaleaders/online-officer-list/

Name of PTA/PTSA _____ PTA District _____

For each VP position check job description, i.e. 2VP - Membership, or use the blank to indicate position. List any other Executive Board members (elected officers) on a separate sheet using the same format.

President

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

1VP Programs Membership Ways & Means Volunteers _____

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

2VP Programs Membership Ways & Means Volunteers _____

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

3VP Programs Membership Ways & Means Volunteers _____

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

Secretary

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

Treasurer

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

Reflections Chair

Name: _____ Email: _____

Home Address: _____ City: _____ Zip: _____

Telephone: Primary - _____ Secondary - _____

Please submit these names so that your officers will receive Kentucky and National PTA mailings.

Please mail, E-mail, or fax this form to:

Kentucky PTA, 654 P.O. Box, Frankfort, KY 40602-0654

E-Mail KentuckyPTA@bellsouth.net, fax 502-226-6610

May also fill out an online form at: www.kypta.org/forptaleaders/online-officer-list/

Deadline June 1st of each year.

Use this same form for any changes to officers or additions during the school year.

Kentucky PTA Grant Application for Convention

Kentucky PTA 2019 Convention
Date & Time to be announced
 Check kypta.org and bulletins
Deadline for Grant Application: May 15th, 2019

Grants will be awarded only to “Units in Good Standing” as of October 15, 2018. Each year the Kentucky PTA awards a limited number of grants to local PTAs and PTSAs for participation at the Kentucky PTA Convention. The grant covers one room for one night at the hotel where convention will be held; one registration fee; and the cost of scheduled meal events. Transportation to and from the Convention site, additional meals and expenses are the responsibility of the grant winner. The “designated” officer or chairperson of each grant winning PTA/PTSA must attend the entire Convention. The reserved hotel room will sleep four. Grant winners are encouraged to bring additional attendees from their PTA/PTSA.

Name of PTA/PTSA _____ PTA District _____
 President _____
 Address _____
Street/P. O. Box City State Zip
 E-mail: _____ Phone _____

Please complete the following:

Name of designated officer or chairperson willing to attend entire convention/leadership:
 Name _____ Office/Chairmanship Held _____
 Address _____
 E-mail _____

Indicate which applies:

Our PTA/PTSA was last represented at the Kentucky PTA Convention in _____ year.
 Our PTA/PTSA has never attended Kentucky PTA Convention

Attach a one-page summary explaining why you are applying for this grant:

- How would your PTA/PTSA benefit from receiving this Grant?
- How would your PTA/PTSA benefit from attending?

**To be a Unit in GOOD STANDING
 All PTAs/PTSAs MUST:**

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Please include all the information you feel will help the review committee know your PTA/PTSA better.

Grant applications will not be considered without this form and the summary page.

Please fill in the blanks below and sign where indicated:

As the designated officer/chairperson of _____ PTA/PTSA, I hereby give my consent for _____ PTA/PTSA to be considered for selection as a grant recipient.

I understand that as the designated officer, I am expected to stay for the entire event if our PTA/PTSA is selected.

 Signature of Designated Officer/Chairperson

Mail the completed form to:

Kentucky PTA
 P.O Box 654

Frankfort, KY 40602-0654

The submitting PTA/PTSA will be notified if they are a winner.



The Proudfoot Award for Outstanding School Board Member

Sponsored by the Kentucky PTA and the Kentucky School Boards Association

The Proudfoot Award is named after the late Dr. Warren H. Proudfoot, a member of the Rowan County Board of Education and past president of the Kentucky School Boards Association (KSBA). Created in 1992, the award recognizes a current school board member for distinguished leadership and community service.

Deadline: November 15, 2018 [Postmark date. "Faxed" or "e-mailed" copies are not acceptable.]

Mail this form to: Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please Copy This Form and Distribute to the Appropriate Person to Complete.

Criteria

The Proudfoot Award for Outstanding School Board Member is presented annually to a Kentucky public school board member who has exhibited distinguished leadership and service to the community during his/her tenure on the local school board. Please consider the following criteria and guidelines:

1. Nominations may be made by an individual school board member, the board team, a superintendent of public schools, a school-based parent group or an individual parent.
2. Nominees must be at least in fifth year of service as a member of a Kentucky Public School Board of Education.
3. Nominations may be based on significant contributions over a sustained period of time or for one outstanding contribution during the period of service. Nominees should be active advocates for public education and other learning advancement opportunities for all children within the community.
4. Materials and Correspondence supporting the nomination should include substantive information relative to the nominee and his/her specific contributions and service to the local community. Include a one-page endorsement from a school-based parent group (may be individual member or the group in entirety). Also include information about service and contributions at the region, state and national level. **Nominations may not exceed six pages, including this form, one side only, double spaced with type no smaller than 10 point.**
5. The award will be presented at the KSBA annual convention. The nominator(s) of the award winner will be notified and asked to assist in ensuring the winner is present at the recognition ceremony.

Important! Please be sure the following are addressed in your nomination:

As a school board member:

- Describe at least three ways the nominee has been an effective advocate for children and youth in the community.
- How has the nominee demonstrated understanding and support of both individual school needs and district-wide needs?
- How has the nominee demonstrated support for parent involvement in schools and/or collaboration with parent groups?
- How has the nominee been a leader and made clear his/her position on public education?

Name of Nominee _____ Number of Years of Board Service _____

Name of School District _____

Address _____
Street Address/P. O. Box City State Zip

County _____ PTA District _____

Submitted by _____ Title/Position _____ Date _____

Phone _____ E-mail _____

**Reminder: Nominations may not exceed six pages, including this form; one side only.
An incomplete application will not be considered.**



Kentucky PTA Honorary “Life” Recognition

The entire cost of a Kentucky PTA Honorary “Life” Recognition is used for student, teacher-member and parent-member scholarships.

Any PTA/PTSA may present a Kentucky PTA Honorary “Life” Recognition to a worthy person(s) in the school, community or state. The honoree may be someone who has given outstanding service to children and youth—someone who has served as an advocate for children and youth in education, health, safety and/or legislation. Every PTA and PTSA has many deserving members among its volunteers, teachers and staff. The honoree need not be a member of a PTA/PTSA nor a person well known beyond their own area of service. Examples: PTA/PTSA member, past or present; teacher; principal; cafeteria worker; mayor; police officer; school board member; legislator. There is no better way in which to honor these special people who contribute so much to our children and youth than in presenting them with a Kentucky PTA Honorary “Life” Recognition. When you give a Kentucky PTA Honorary “Life” Recognition, you not only honor someone who has made a contribution to children and youth, you also help support the Kentucky PTA Scholarship Fund.

Note: “Life” Recognitions are honorary. Recipients must join the PTA/PTSA each year to be a voting member.

Application

Deadline: Two Weeks before Your Presentation Date

Please Copy this Form. You May Want to Award Additional Honorary “Life” Recognitions.

A separate application is necessary for each recipient of an Honorary “Life” Recognition. Please make sure the information is complete, accurate and legible. This information will be printed on the certificate.

Recipient’s Name _____

Recipient’s Address _____
Street/P. O. Box City State Zip

Presented by _____ (PTA/PTSA)
 County _____ PTA/PTSA District _____

“Life” Recognition pins in the shape of Kentucky are available at a cost of \$20.00. (Prices July 1, 2018)
 You must purchase an Honorary “Life” Recognition or the person must have already received an Honorary “Life” Recognition award in order to purchase a pin.

Honorary “Life” Recognition \$25.00
 Pin \$20.00

TOTAL Amount Enclosed \$ _____

Make check payable to Kentucky PTA and mail to: Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654

Date Honorary “Life” Recognition will be presented _____

Name of person placing the order _____
 Daytime telephone (_____) _____ E-mail _____

The Honorary “Life” Recognition certificate and pin (if ordered) should be sent to:

Name _____

Address _____
Street/P. O. Box City State Zip

Telephone Day (_____) _____ Evening/Cell (_____) _____ E-mail _____



Self Esteem Award - Elementary

Primary, Intermediate

Deadline: February 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]

The purpose of this award is to allow students to express what makes them feel special.

Please copy this form and distribute to your teachers, counselors and students.

Nominee must attend a school with a PTA/PTSA "In Good Standing" as of October 15, 2018.

Mail this form to: Your District PTA-- PTAs/PTSAs without district leadership should send their entries to Kentucky PTA; P.O Box 654, Frankfort KY 40602-0654.

*Each Local Unit PTA/PTSA may submit five entries from each division to their district president.

*Each district PTA may submit five entries from each division to Kentucky PTA.

Awards Will Be Presented in These Divisions at Student Recognition in the spring.

Check Which Applies

___ Primary (Grades P-3); ___ Intermediate (Grades 4-5) ___ Special Artist; Grade ___

PTA includes the state, district or local PTA/PTSA organization or unit. I grant the PTA permission to use my work for commercial or non-commercial use, including but not limited to public presentation of the work and reproduction of the work in print, electronics, and multimedia formats to promote the Self-Esteem Program. The PTA may continue to use my work as long as it has access to a copy. **Entries will not be returned. Please make a copy for your personal use.**

I understand that the submission of my entry into the Self-Esteem Program constitutes the above conditions.

NAME OF STUDENT (Please Print) _____

Consent of Parent/Guardian (signature) _____

Address of Parent/Guardian _____

Street/PO Box

City

State

Zip

Telephone (____) _____ Email _____

Name of PTA/PTSA _____

County _____ PTA District _____

Name of President _____

Address _____

Street/PO Box

City

State

Zip

Telephone (____) _____ Email _____

To be a Unit in *GOOD STANDING* ALL PTAs/PTSAs MUST:

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Each student's entry is to be in the form of an essay, story or poem not to exceed 500 words. The entry must be the original work of the student. If the entry is typed for the student, the original hand-written work should accompany the typed entry.

Theme: "What Makes Me Feel Special"

SELF ESTEEM CRITERIA

1. Content pertains to the theme
2. Organization of content
3. Neatness
4. Grammar/Spelling (based on grade level)

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if their nominee is a winner.

Awards are presented at the Student Recognition in the spring.



Self Esteem Award - Middle/Jr. High and High School

Middle/Jr. High High School Students

Deadline: February 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]

The purpose of this award is to allow students to express what makes each unique.

Please copy this form and distribute to your teachers, counselors and students.

Nominee must attend a school with a PTA/PTSA "In Good Standing" as of October 15, 2018.

Mail this form to: Your District PTA-- PTAs/PTSAs without district leadership should send their entries to Kentucky PTA, P.O Box 654, Frankfort KY 40602-0654.

*Each PTA/PTSA may submit five entries from each division to their district president.

*Each district PTA may submit five entries from each division to Kentucky PTA.

Awards Will Be Presented in These Divisions at Student Recognition in the spring.

Check Which Applies

___ Middle/Jr High (Grades 6-8)

___ High School (Grades 9-12)

___ Special Artist (Grades 6-8)

___ Special Artist (Grades 9-12)

PTA includes the state, district or local PTA/PTSA organization or unit. I grant the PTA permission to use my work for commercial or non-commercial use, including but not limited to public presentation of the work and reproduction of the work in print, electronics, and multimedia formats to promote the Self-Esteem Program. The PTA may continue to use my work as long as it has access to a copy. **Entries will not be returned. Please make a copy for your personal use.**

I understand that the submission of my entry into the Self-Esteem Program constitutes the above conditions.

NAME OF STUDENT (Please Print) _____

Consent of Parent/Guardian (signature) _____

Address of Parent/Guardian _____
Street/PO Box City State Zip

Telephone (____) _____ Email _____

Name of PTA/PTSA _____

County _____ PTA District _____

Name of President _____

Address _____
Street/PO Box City State Zip

Telephone (____) _____ Email _____

To be a Unit in GOOD STANDING All PTAs/PTSAs MUST:

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Each student's entry is to be in the form of an essay, story or poem not to exceed 500 words. The entry must be the original work of the student.

If the entry is typed for the student, the original hand-written work should accompany the typed entry.

Theme: "Who Am I Inside"

SELF ESTEEM CRITERIA

1. Statement of Thesis
2. Organization of content
3. Supportive points
4. Grammar/Spelling (based on grade level)

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if their nominee is a winner.
 Awards are presented at the Student Recognition in the spring.



Outstanding Educator Award

Deadline: March 15, 2019 [Postmark date.] “Fax” or E-mail copies are not acceptable.
Mail this form to: Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please copy this form and distribute to the Appropriate Person to Complete.

Nominee must be a member of a PTA/PTSA “Unit In Good Standing” as of October 15, 2018.

All Certified Personnel involved in the education process are eligible for the Kentucky PTA Outstanding Educator Award. e.g.: superintendents, principals, teachers, counselors.

Check the category which applies Superintendent Principal/Asst. Principal/Dean of Students
 Teacher Counselor Other _____

Name of Nominee (Please Print) _____

Position/Title _____ Subject/Grade Taught (if applicable) _____

Name of School (if applicable) _____ Number of Years in Position _____

School Level (if applicable) Elementary Middle/Junior High High School
 Combined Other Specify _____

School District _____ County _____ PTA District _____

Nominee is a member of _____ PTA/PTSA

PTA/PTSA or District submitting nomination _____

Name of person submitting nomination _____ Title _____

Address _____

Street/P. O. Box _____ City _____ State _____ Zip _____
Telephone Day (_____) _____ E-mail _____

Name of PTA/PTSA President _____

Address of School/ School District _____

Street/P. O. Box _____ City _____ State _____ Zip _____
Telephone (_____) _____ Email _____

**To be a Unit in GOOD STANDING
All PTAs/PTSAs MUST:**

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

EDUCATOR AWARD CRITERIA

- Innovative programs that correlate with local, Kentucky and National PTA programs and projects.
- PTA involvement and support.
- Encouragement of parent volunteers.
- Special techniques to motivate students.
- Involvement of PTA/PTSA members in the decision-making process.

Please attach page(s) addressing the above criteria. Limit: 5 pages including this form; one side only, double-spaced, type no smaller than 10 point; and may not be reduced.

Incomplete applications will not be considered.

The submitting PTA or PTSA will be notified if their nominee is a winner.



Outstanding Classified Personnel Award

Deadline: March 15, 2019 [Postmark date.] "Fax" or E-mail copies are not acceptable.
Mail this form to: Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please copy this form and distribute to the Appropriate Person to Complete.

Nominee must be a member of a PTA/PTSA "In Good Standing" as of October 15, 2018.

All Classified Personnel involved at a school are eligible for the Kentucky PTA Outstanding Classified Personnel Award.

Check the category which applies Teacher's Aide/Assistant Secretary Custodian
 Bus Driver/Monitor Food Service Other _____

Name of Nominee (Please Print) _____

Position/Title _____ Number of years in this Position _____

Name of School (if applicable) _____

School Level (if applicable) Elementary Middle/Junior High High School
 Combined Other Specify _____

School District _____ County _____ PTA District _____

Nominee is a member of _____ PTA/PTSA

PTA/PTSA or District submitting nomination _____

Name of person submitting nomination _____ Title _____

Address _____
Street/P. O. Box _____ City _____ State _____ Zip _____

Telephone Day (_____) _____ E-mail _____

Name of PTA/PTSA President _____

Address _____
Street/P. O. Box _____ City _____ State _____ Zip _____

Telephone (_____) _____ Email _____

**To be a Unit in *GOOD STANDING*
All PTAs/PTSAs MUST:**

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- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

CLASSIFIED PERSONNEL AWARD CRITERIA

- PTA involvement and support.
- Encouragement of parent volunteers.
- Special techniques to motivate students.

Please attach page(s) addressing the above criteria. Limit: 5 pages including this form); one side only, double-spaced, type no smaller than 10 point; and may not be reduced.

Incomplete applications will not be considered.

The submitting PTA or PTSA will be notified if their nominee is a winner.



Outstanding School Nurse Award

Deadline: March 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]
Mail this form to: Kentucky PTA, Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654
Please Copy this Form and Distribute to the Appropriate Person to Complete.

The nominee must be a member of a PTA/PTSA "In Good Standing" as of October 15, 2018.

Include: Two letters of recommendation outlining special qualities and contributions of the nominee that have improved the health environment in the school.

(One letter from an administrator and one from a PTA/PTSA member.)

School Nurse's Name _____

Number of Years in Present Position _____ Number of Years in School Nursing _____

School Enrollment _____ County _____ PTA District _____

Name of PTA _____ Name of School _____

School Telephone (____) _____ Email _____

Grade Levels Served in Present Position _____

Name of PTA/PTSA President _____

Address _____

Telephone (____) _____ Email _____

Name of PTA/PTSA President _____

Telephone (____) _____ Email _____

To be a Unit in *GOOD STANDING* All PTAs/PTSAs MUST:

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SCHOOL NURSE AWARD CRITERIA

1. Nominee must have three years' experience as a school nurse.
2. Describe how the nominee is directly involved with students. At least 50% of nominee's time must be spent in contact with students.
3. What creative, innovative programs has the nominee implemented?
4. How does the nominee identify and meet the needs of the students and parents in your school?

Please attach page(s) addressing the questions above. Limit: 5 pages (including this form); one side only, double-spaced, type no smaller than 10 point; and may not be reduced.

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if their nominee is a winner.



Kentucky PTA Award For Outstanding Male Involvement/Participation for 2018-2019

“The Penguin Award”

Deadline: March 15, 2019 [Postmark date.]

“Fax” or E-Mail copies are not acceptable.

Mail this form to:

Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please Copy this Form and Distribute to the Appropriate Person to Complete.

The nominee must be a member of a PTA/PTSA “In Good Standing” as of October 15, 2018.

Criteria: The Penguin Award is given to the PTA/PTSA with an original and successful idea(s) to bring male involvement into the PTA/PTSA and/or school environment. The applications will be judged on:

- **Planning and implementation**
- **Success of program(s)/event(s)**
- **Originality and creativity**
- **New materials – communication and encouragement for participation**

Please attach page(s) addressing the above criteria. Limit: 5 pages (including this form) one side only, double-spaced, type no smaller than 10 point; and may not be reduced.

Name of PTA/PTSA (please print) _____

Name of School _____

County _____ PTA District _____

Name of PTA/PTSA President _____

Address _____

Telephone (____) _____ Email _____

Name of Program Coordinator _____

To be a Unit in *GOOD STANDING* All PTAs/PTSAs MUST:

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- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if their nominee is a winner.



Outstanding Volunteer Award

Deadline: March 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]

Mail this form to:

Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please Copy this Form and Distribute to the Appropriate Person to Complete.

The nominee must be a member of a PTA/PTSA "In Good Standing" as of October 15, 2018.

Eligibility:

1. The nominee must meet the dictionary definition of a volunteer –“a person who voluntarily offers himself or herself for a service or undertaking; a person who performs a service willingly and without pay”—for all services, activities and time described in this application.
2. The nominee is not required to be a parent or to have children in school.
3. Nominations may be submitted by a local PTA/PTSA or district PTA.
4. A PTA/PTSA may submit more than one nomination.

Name of Nominee (Please Print) _____

Address _____
Street/PO Box City State Zip

Grade Level(s), Ages(s), or Area(s) Served _____

Name of School _____

County _____ PTA District _____

Nominee is a Member of _____ PTA/PTSA

Name of PTA/PTSA or District Submitting Nomination _____

Name of President _____

President's Address _____
Street/PO Box City State Zip

Telephone (_____) _____ Email _____

To be a Unit in *GOOD STANDING* All PTAs/PTSAs MUST:

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Volunteer Award Criteria

1. Duration of service: 10 points
 - 1.1. Approximate Hours of Weekly Volunteer Service ____
 - 1.2. Years of Volunteer Service ____
2. Type and quality of volunteer service: 30 points
 - 2.1. Emphasize the services provided to the student(s), parents, and school(s)
3. Impact of volunteer service on the students, school, and community: 40 points
 - 3.1. Describe the positive changes in student performance, attendance, or behavior; describe the overall contribution to the students, school, and community.
4. Recommendations (two required): 20 points
 - 4.1. This could include recommendations from other PTA/PTSA members, administrators, staff, teachers, students, or community members; include name, title, and contact information of persons submitting the recommendations.

Please attach page(s) addressing the above criteria. Limit: five pages (including this form); one sided only, double-spaced, type no smaller than 10 point; and may not be reduced.

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if their nominee is a winner.



Outstanding Volunteer Participation Award

Deadline: March 15, 2019 [Postmark date. Fax or E-Mail copies are **not** acceptable.]

Mail this form to:

Kentucky PTA

P.O Box 654

Frankfort, KY 40602-0654

**Please Copy this Form and Distribute to the Appropriate Person to Complete.
The Submitting PTA/PTSA must be a "Unit in Good Standing" as of October 15, 2018.**

Name of PTA/PTSA _____

County _____ PTA District _____

Name of School _____

Type of School _____ Elementary _____ Middle/Jr. High _____ High School _____ Combined

Name of Person Submitting Nomination _____ Title _____

Address _____

Street/PO Box

City

State

ZIP

Telephone (____) _____ Email _____

Name of PTA/PTSA President _____

President's Address _____

Street/PO Box

City

State

ZIP

Telephone (____) _____ Email _____

Number of students _____ Number of PTA/PTSA members _____ Number of Volunteer Hours _____

Please attach page(s) describing your volunteer program based on the questions listed below. Limit: 5 pages (including this form); one side only, double spaced, type no smaller than 10 point; and may not be reduced.

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VOLUNTEER PARTICIPATION CRITERIA

Please answer the following questions.

- What is your method of recruiting volunteers?
- What time of year is your recruiting program most successful?
- What types of programs and projects are staffed with your volunteers?
- How do you ensure that your volunteers continue as volunteers for your PTA/PTSA?
- How do you evaluate your volunteer program?
- How do you recognize/reward your volunteers?

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if they are a winner.



Outstanding Membership Campaign Award

Deadline: March 15, 2019 [Postmark date]

Mail Award Application Form To:

Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

["Fax" and "E-mail" copies are not acceptable]

**Please Copy this Form and Distribute to Appropriate Person to Complete.
The submitting PTA/PTSA must be a "Unit in Good Standing" as of October 15, 2018**

Name of PTA/PTSA _____

Name of School _____

County _____ PTA District _____

Name of PTA/PTSA President _____

Address _____

Telephone (_____) _____ Email _____

Name of person submitting this information _____

Address _____

Telephone (_____) _____ E-mail address _____

Please attach page(s) describing your membership campaign based on the criteria listed below.

Limit: Five pages (including this form); one side only double-spaced; type no smaller than 10 point.

Selected examples of promotional materials may be included. These will not count towards five page limit.

MEMBERSHIP CAMPAIGN AWARD CRITERIA

- **Planning and implementation.**
- **Success of campaign.**
- **Involvement of students, parents, teachers and community.**
- **Originality and creativity.**
- **Promotional materials.**

Incomplete applications will not be considered.

The submitting PTA/PTSA will be notified if it is a winner.

**To be a Unit in *GOOD STANDING*
All PTAs/PTSAs **MUST**:**

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Outstanding Local Unit Newsletter Award

Publishing a PTA/PTSA newsletter is an excellent way to publicize your involvement in school and community.

Deadline: March 15, 2019 [Postmark date] Fax: 502-226-6610 or Email: kentuckypta@bellsouth.net

Mail this form to:

Kentucky PTA
P.O. Box 654,
Frankfort, KY 40602-0654

**Please Copy this Form and Distribute to the Appropriate Person to Complete.
The nominee must be a member of a PTA/PTSA "In Good Standing" as of October 15, 2018.**

Name of PTA/PTSA _____

Name of School _____ County _____ PTA District _____

Editor's Name _____ Email _____

Distribution Method Mailed Sent with Student Emailed (____% of population) _____ Other _____

Frequency Monthly Quarterly Other _____

Name of PTA/PTSA President _____

Address _____

Telephone (____) _____
Street/PO Box City State ZIP
 Email _____

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LOCAL UNIT NEWSLETTER AWARD CRITERIA

1. PTA/PTSA pages may be part of a school newsletter. Other information is secondary.
2. Content will include
 - District, Kentucky & National PTA information
 - Attractiveness
 - Design
 - Use of graphics
3. Submit at least three different newsletters from the current year in a folder with this form.
4. Entries must be identical to those distributed to readers.

Incomplete Applications Will Not Be Considered.

The submitting PTA/PTSA will be notified if they are a winner.



Outstanding Local Unit Website Award

Deadline: March 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]

Mail this form to:

Kentucky PTA

P.O Box 654

Frankfort, KY 40602-0654

**Please Copy this Form and Distribute to the Appropriate Person to Complete.
The submitting PTA/PTSA must be a "Unit In Good Standing" as of October 15, 2018.**

PTA/PTSA website may be part of a school district website, an education-based commercial site offering free web space such as "Myschoolonline," etc.

Name of PTA/PTSA _____

Website Address _____

Name of Person Submitting Nomination _____ Title _____

County _____ PTA District _____

Name of School _____

Name of PTA/PTSA President _____

Address _____

Street/PO Box

City

State

ZIP

Telephone (____) _____ Email _____

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WEBSITE AWARD CRITERIA

1. Must have current, accurate information and include local, Kentucky & National PTA information.
2. Must use correct grammar and spelling and have easily readable text.
3. Must avoid empty pages.
4. Must be user-friendly and appealing.
5. Must include the PTA/PTSA contact information, calendar.
6. Must include mission, purposes, and goals.

Incomplete Applications Will Not Be Considered.



Outstanding Programs and Projects Award

Deadline: March 15, 2019 [Postmark date. "Fax" or E-Mail copies are not acceptable.]

Mail this form to: Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please Copy this Form and Distribute to the Appropriate Person to Complete.

The Submitting Local Unit must be a PTA/PTSA "In Good Standing" as of October 15, 2018.

A PTA/PTSA may apply for an "Outstanding Programs and Projects" award in more than one program area. Please submit a separate application for each program area.

Name of PTA/PTSA _____

School Enrollment _____ County _____ PTA District _____

Name of School _____

Name of PTA/PTSA President _____

Address _____

Street/PO Box City State ZIP

Telephone (____) _____ Email _____

Please attach page(s) addressing the questions below. Limit: 5 pages (including this form); one side only, double-spaced, type no smaller than 10 point; and may not be reduced. **NOTE:** Your entry will not be returned.

Please send only copies of newspaper clippings, photos, etc. that are part of your entry. Leave pages of your entry loose or attach with a paper clip if necessary.

Suggested Program and/or Project Areas:

Please check the areas which apply

- | | | |
|---|---|--|
| <input type="checkbox"/> Health and Safety Programs | <input type="checkbox"/> Community Involvement | <input type="checkbox"/> Unity Day |
| <input type="checkbox"/> Kentucky PTA Kids' Day | <input type="checkbox"/> Self Esteem Building Projects | <input type="checkbox"/> Violence Prevention |
| <input type="checkbox"/> Arts in Education | <input type="checkbox"/> Tobacco, Alcohol, and Other
Drug Prevention | <input type="checkbox"/> Rock and Read |
| <input type="checkbox"/> Parent Education | | |
| <input type="checkbox"/> Parent Involvement | <input type="checkbox"/> Student Involvement | <input type="checkbox"/> Other _____ |

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Please Address the Following Questions:

- Was this a PTA/PTSA program/project?
- How many people were involved?
- Who benefited from this program/project?
- How was this program/project successful?
- Was there community involvement?
- Is this program/project ongoing?
- Was this program/project creative? New-Different-Original
- How many PTA/PTSA members were involved?
- How many volunteer hours were involved?
- What was your evaluation process?

Incomplete Applications Will Not Be Considered.
The submitting PTA/PTSA will be notified if they are a winner.



\$500 Student Scholarship

Deadline: February 15, 2019 [Postmark date. "Faxed" or "E-mailed" copies are not acceptable.]

Mail Scholarship application to: Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654

Please Copy This Form and Distribute to Your Counselors and Students.

Applicant Must Attend a School with a PTA/PTSA "In Good Standing".

Applicant must Plan to Enter the Teaching Field at a Kentucky College or University.

Each year, the Kentucky PTA awards a number of \$500 scholarships to deserving high school seniors from schools with PTAs/PTSAs, who plan to attend accredited colleges or universities in Kentucky and pursue a degree in educational field. Financial need, academic achievement, personal remarks, career plans and involvement in school and community service will be considered by the selection committee.

Checks will be issued to the Kentucky college/university.

Send this application with:

- 1) a letter of recommendation from the counselor, teacher **or** principal of your school (limit 1 page)
- 2) a copy of your grades from the sophomore, junior and senior year completed
- 3) an essay including: a brief personal history; your plans after graduation; your high school community service and extra-curricular activities.

The essay must be typed, double spaced and is limited to two pages, type no smaller than 10 point. **Incomplete applications will be disqualified.**

Recipient must use the scholarship within one year of receipt of award on course work to be completed. It cannot be used retroactively.

Name _____ Date of Birth _____ Sex _____
 Address _____
Street/P. O. Box City State Zip
 Telephone (____) _____ E-mail _____
 Soc. Sec. # _____ Current Grade Point Average _____
 Name of College/University you plan to attend _____
 Address _____
Street/P. O. Box City State Zip
 When do you plan to attend? ____ Fall Semester ____ Spring Semester
 Reason for need of scholarship _____
 Do you plan to teach in a public elementary or secondary school in Kentucky for at least one year after your graduation? _____
 Name of Parents/Guardians _____ Occupation of Father _____
 Address _____ Occupation of Mother _____
Street/P. O. Box City State Zip

To be a Unit in GOOD STANDING ALL PTAs/PTSAs MUST:

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- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Annual family income ____ Under 25,000 ____ 25,000 - 35,000
 ____ 35,000 - 45,000 ____ over 45,000
 Number of children under 19 still at home _____
 Number of children currently attending college _____
 Other scholarships, financial aid and/or grants received. Include amount(s). _____

 Name of PTA/PTSA _____
 Name of PTA/PTSA President _____
 Address _____
Street/P. O. Box City State Zip
 County _____ PTA District _____
 Phone (____) _____ E-mail _____



“Harold L. Steele” \$1000 Student Scholarship

Deadline: February 15, 2019 [Postmark date. “Faxed” or “E-mailed” copies are not acceptable.]

Mail Scholarship application to: Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654

Please Copy This Form and Distribute to Your Counselors and Students.

Applicant Must Attend a School with a PTA/PTSA “In Good Standing”.

Applicant must Plan to Enter the Teaching Field at a Kentucky College or University.

This is a biennial (every two years) scholarship that is awarded in even numbered years. The scholarship is awarded for a two-year period, \$500 for each year, providing the recipient’s grades justify awarding the following year. Financial need, academic achievement, personal remarks, and involvement in school and community service will be considered by the selection committee.

Checks will be issued to the Kentucky college/university.

Send this application with

- 1) a letter of recommendation from the counselor, teacher **or** principal of your school (limit 1 page)
- 2) a copy of your grades from the sophomore, junior and senior year completed
- 3) attach an essay including: a brief personal history; your plans after graduation; your high school community service and extra-curricular activities.

The essay must be typed, double spaced and is limited to two pages, type no smaller than 10 point.

Recipient must use \$500 of the scholarship in the 2018-2019 school year and \$500 in the 2019-2020 school year. It cannot be used retroactively.

Name _____ Date of Birth _____ Sex _____

Address _____
Street/P. O. Box City State Zip

Telephone (____) _____ E-mail _____

Soc. Sec. # _____ Current Grade Point Average _____

Name of College/University you plan to attend _____

Address _____
Street/P. O. Box City State Zip

When do you plan to attend? ____ Fall Semester ____ Spring Semester

Reason for need of scholarship _____

Do you plan to teach in a public elementary or secondary school in Kentucky for at least one year after your graduation? _____

Name of Parents/Guardians _____ Occupation of Father _____

Address _____ Occupation of Mother _____
Street/P. O. Box City State Zip

Annual family income ____ Under 25,000 ____ 25,000 - 35,000 ____ 35,000 - 45,000 ____ over 45,000

Number of children under 19 still at home _____

Number of children currently attending college _____

Other scholarships, financial aid and/or grants received. _____
 Include amount(s). _____

Name of PTA/PTSA _____

Name of PTA/PTSA President _____

Address _____
Street/P. O. Box City State Zip

County _____ PTA District _____

Phone (____) _____ E-mail _____



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 All PTAs/PTSAs MUST:**

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- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

\$500 Teacher-Member Scholarship

Deadline: February 15, 2019 [Postmark date. "Faxed" or "E-mailed" copies are not acceptable.]
 Mail Scholarship application to: Kentucky PTA, P.O. Box 654, Frankfort, KY 40602-0654

Please Copy This Form and Distribute to Your Teachers.

Applicant Must Be a Member of a PTA/PTSA "In Good Standing".

Teacher scholarships are granted to Kentucky certified teachers for the purpose of obtaining credit toward a master's degree or Rank 1. Financial need, number of dependents, personal remarks and letters of recommendation will be considered by the selection committee. The teacher must be a member of the PTA/PTSA.

Include:

- 1) A copy of your college credits or copies of your grades from the personnel files of the school system where you are presently employed;

- 2) Letters of recommendation from your PTA/PTSA president and the superintendent or principal of the school where you teach (or both);
- 3) A brief personal history and additional comments (limit two pages typed, double spaced and no smaller than 10 point).

Incomplete applications will be disqualified. All decisions of the selection committee are final.

Recipient must use scholarship within one year of receipt of award. It cannot be used retroactively. Checks are issued to a Kentucky college/university and can only be applied toward course work fees that have not been previously paid.

Name _____ Date of Birth _____ Sex _____

Address _____
Street/P. O. Box City State Zip

Telephone (____) _____ E-mail _____

Soc. Sec. # _____

Name of College/University you plan to attend _____

Address _____
Street/P. O. Box City State Zip

When do you plan to attend? _____ Fall Semester _____ Spring Semester
 _____ Full Summer Term _____ 1st Semester Summer _____ 2nd Semester Summer

Reason for need of scholarship _____

Name of Spouse _____ Occupation of Spouse _____

Address _____
Street/P. O. Box City State Zip

To be a Unit in GOOD STANDING
All PTAs/PTSAs MUST:

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- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Annual family income _____ Under 25,000 _____ 25,000 - 35,000
 _____ 35,000 - 45,000 _____ over 45,000

Children: _____ Yes _____ No Number of Children _____

Ages _____

Credit hours needed to complete degree _____

Present Teaching Field _____

Anticipated Teaching Field _____

School where you now teach _____

School District _____ County _____

Member of _____ PTA/PTSA

Signature of PTA/PTSA President _____



\$500 Parent-Member Scholarship

Deadline: February 15, 2019 [Postmark date. "Faxed" or "E-mailed" copies are not acceptable.]

Mail Scholarship application to: Kentucky PTA, P.O Box 654, Frankfort, KY 40602-0654

Please Copy This Form And Distribute to Interested PTA/PTSA Members.

Applicant Must Be a Member of a PTA/PTSA "In Good Standing"

Applicant must attend a Kentucky college or university.

The Kentucky PTA will award one scholarship to a PTA or PTSA parent-member planning to attend an accredited public college or university in Kentucky and pursue an undergraduate degree in **education or in a health field**. Financial need, number of dependents, career plans, involvement in PTA/PTSA work, and letters of recommendation will be considered by the selection committee. The applicant must be a member of the PTA/PTSA.

- Letters of recommendation from your PTA/PTSA president and one other person.
- An essay including a brief personal history, your career plans after graduation and your PTA/PTSA and other community service. The essay must be typed (no smaller than 10 point), double spaced and is limited to two pages, one side only.

Incomplete applications will be disqualified. All decisions of the selection committee are final.

Include:

- A copy of your college credits or copies of your high school or GED credits;

Recipient must use scholarship within one year of receipt of award. It cannot be used retroactively. Checks are issued to a Kentucky college/university and can only be applied toward course work fees that have not been previously paid.

Name _____ Date of Birth _____ Sex _____

Address _____
Street/P. O. Box City State Zip

Telephone (____) _____ E-mail _____

Soc. Sec. # _____

Name of College/University you plan to attend _____

Address _____
Street/P. O. Box City State Zip

When do you plan to attend? ____ Fall Semester ____ Spring Semester ____ Night School
 ____ Full Summer Term ____ 1st Semester Summer ____ 2nd Semester

Summer
 Reason for need of scholarship _____

Annual family income ____ Under 25,000 ____ 25,000 - 35,000
 ____ 35,000 - 45,000 ____ over 45,000

____ Married ____ Single

Current Occupation _____

Occupation of Spouse _____

Children ____ Yes ____ No

Number of Children ____ Ages _____

Other Scholarships, financial aid and/or grants received. Include amount(s). _____

Name of PTA/PTSA _____

County _____ PTA District _____

Name of PTA/PTSA President _____

Address _____
Street/P. O. Box City State Zip

To be a Unit in GOOD STANDING All PTAs/PTSAs MUST:

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

